SHARP

FW-750

FW-620

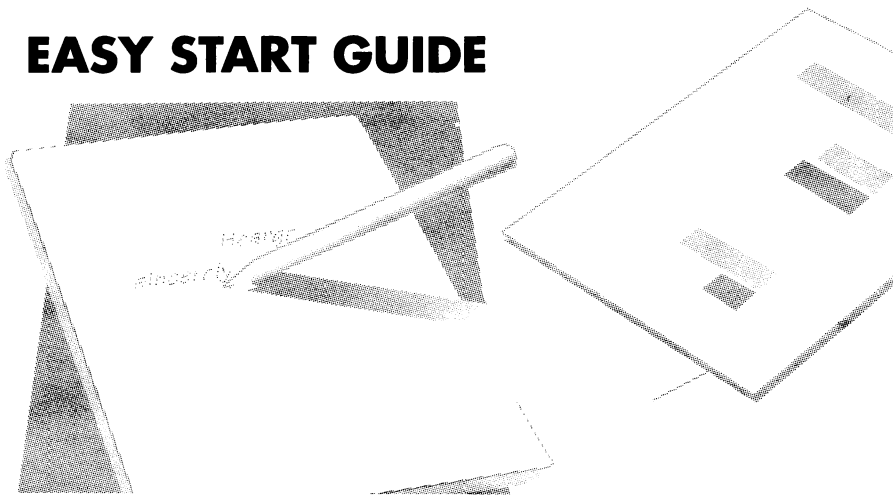**FW-560**

Font Writer
### PERSONAL WORD PROCESSOR

# FW-750, FW-620, FW-560

EASY START GUIDE

Thank you for purchasing the SHARP Font Writer. Your Font Writer's ergonomic design and state of the art features will help you to prepare different types of documents quickly and efficiently.

These are just a few of the time-saving features of the Font Writer:

✓ Built-in Spell Checker

✓ Built-in Thesaurus

✓ Merge Printing

✓ Simple File Management Capabilities

✓ An Automatic Back-up Function to protect your data from accidental loss
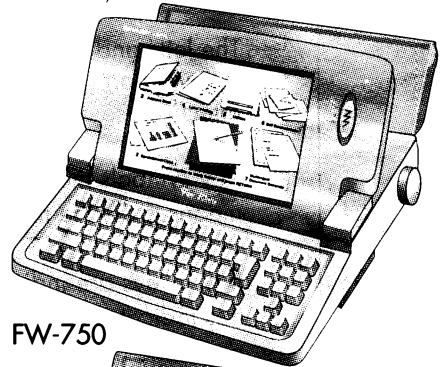
FW-750
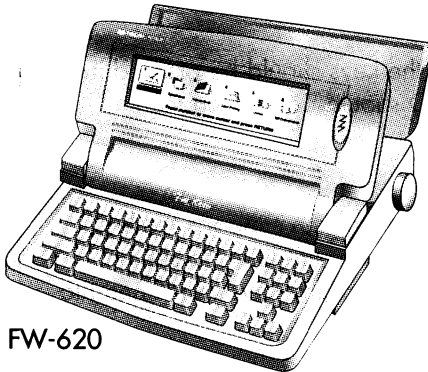
FW-620   FW-560
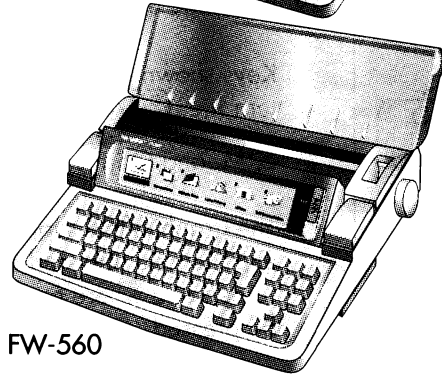
(i) *With the Main Menu showing on the display, your Font Writer will automatically start the Self Demonstration if left unused for 10 minutes. To return to the Main Menu, simply press the Cancel key.*

INSTALLATION

EASY START

⚠ **SAFETY WARNINGS**
Observe all warnings for your safety and to ensure trouble-free use of your Font Writer.

(i) **INFORMATION**
Additional information to complement instructions.

1

TO USE THE EASY START GUIDE

The Easy Start Guide is designed to allow you to start working productively as quickly as possible with your Sharp Font Writer.

Each page is divided into three columns which complement each other in the ways they provide information:

The left-hand column is for the more experienced user and provides a flow chart of the processes and instructions required to make effective use of the Font Writer applications.

Key symbols indicate individual key presses. For example [Menu] means press the menu key.

If two keys are indicated with a + separating them, i.e. [Ctrl] + [Cancel Paper] this indicates that the second key should be pressed while holding down the first key.

Keys shown overlapping indicates the keys should be pressed in turn, i.e. [D E M O] indicates that D should be pressed then E, M, and O in turn.

The graphic/text support in the central column supports the less experienced user and shows you what you are likely to see on screen and where on the keyboard to find any keys which need to be pressed.

The right-hand column titled Page Ref. indicates where in the main Operation Manual you can find more in-depth explanations of the Font Writer operation. The [===>] indicates the Model number (FW-750, FW-620 or FW-560) and Page references, where you will find additional information.

Example: How to insert a floppy disk into the Font Writer

Insert the demonstration disk in the disk drive located on the right hand side of the Font Writer.
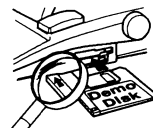
We hope the Easy Start Guide will provide you with a platform to develop you skills.

i
- *Fontwriter diagrams/screens in this manual show model FW-750. For additional information on models FW-560/620 refer to the main manual.*

- *The glossary of terms in the main manual may help with any unfamiliar words.*

UNPACKING THE ACCESSORIES

Page Ref.

CHECK ALL ACCESSORIES ARE SUPPLIED WITH YOUR FONT WRITER.
IF ANY ARE MISSING, CONTACT YOUR SUPPLIER.

● **Font Writer**

For a description of 'Part Names & General Description'

| 620 | 20 |
| 560 | 20 |

For years of problem free use, please observe the 'Precautions on use'.
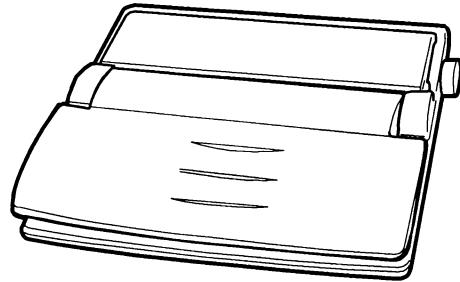
| 620 | 17 |
| 560 | 18 |

● **Demonstration Disk(s)**

The demonstration disk contains files which are used for the Self Demonstration application and also the tutorials used in the Easy Start Guide.

DO NOT FORMAT THIS DISK.

FORMATTING THE DISK WILL PERMANENTLY DELETE THESE FILES FROM THE DISK.

Front view   Rear view

If you are not familiar with floppy disks, please read 'Precautions regarding floppy disks'.
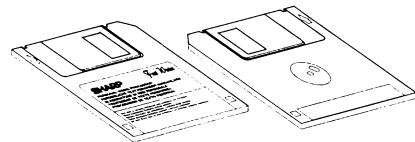
| 620 | 12 |
| 560 | 12 |

● **Operation Manuals**

   - Easy Start Guide
   - Operation Manual

We advise you to retain the packing materials as they may be required for future use.

HOW TO INSTALL THE RIBBON CASSETTE

Page Ref.

(i) *Always ensure that your machine is switched off before you open the printer cover.*

INSTALLING THE RIBBON CASSETTE

1. Open the Printer Cover.
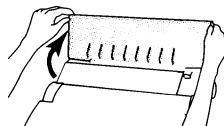
2. Lift up the Ribbon Cover towards you.

Ribbon Cover
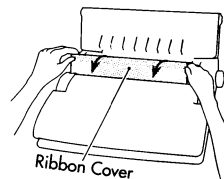
3. Remove the cassette spacer from the new ribbon cassette.

Cassette Spacer
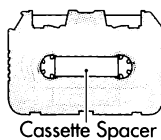
4. Hold the ribbon cassette so that the side marked with the "A" is facing upwards.
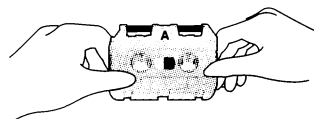
5. Gently turn the left reel anticlockwise (in the direction of the arrow) to take up any slack in the ink ribbon.
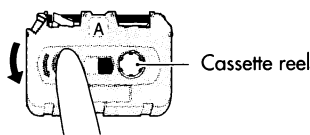
Cassette reel

6. Insert the ribbon cassette into the printer so that the reels of the cassette fit onto the two spindles, and so that the ribbon passes between the platen and the print head. Then press the ribbon cassette gently to snap it into place.

Printer head   Spindles   Platen
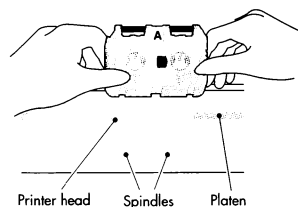
7. Turn the spindle as indicated and check that the ribbon feeds properly.
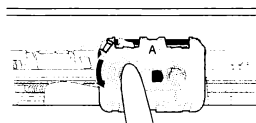
8. Close the Ribbon Cover.
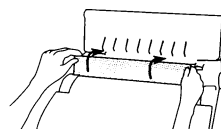
9. Once the "A" side has come to the end, take out the ribbon cassette and turn it over so that the side marked "B" is facing upwards. Wind the ribbon on until only the black ribbon is exposed. Then install the cassette again by the same procedure as given above.

4
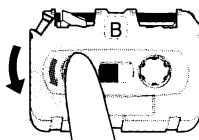
PREPARATION PROCEDURE

Page Ref.

CONNECTING TO THE MAINS

1. Push tab down.
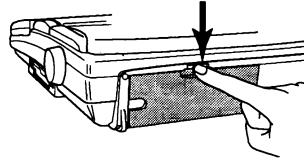
2. Pull down.
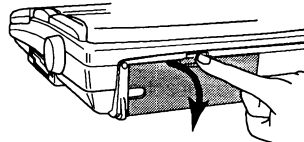
3. Pull the power cord out, insert the plug into a socket.
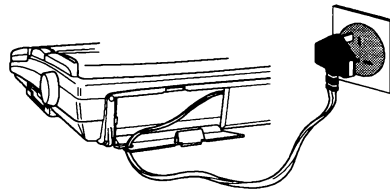
4. Place the cord in the slot, and click shut.
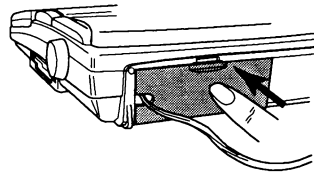
OPENING THE COVER

To open the printer cover, hold the tabs on each side, and pull up.

The cover then acts as a paper support/insertion guide.
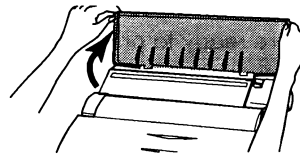
OPENING THE SCREEN

To open the screen, slide the locks on both sides towards you, the screen will pop up slightly.

Lift up the screen until it is tilted at an angle which is comfortable for viewing.
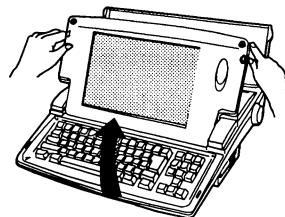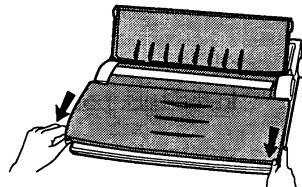
GETTING STARTED
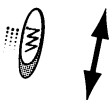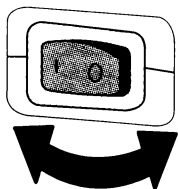
INSERTING THE DEMONSTRATION DISK

1. Push the demonstration disk (face up with the arrow on the top left-hand side) into the disk drive located on the right-hand side of the Font Writer, until it clicks.

620	9
560	9

2. Next, to switch the Font Writer ON or OFF, push the switch on the left side in the direction required.

When switched on, the Main Menu appears after a few seconds, as follows:
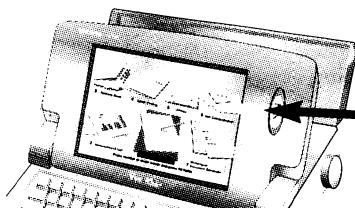
Adjust the screen brightness by sliding the contrast control up or down, as shown opposite.

(i) *With the Main Menu showing on the display, your Font Writer will automatically start the Self Demonstration if left unused for 10 minutes. To return to the Main Menu, simply press the Cancel key.*
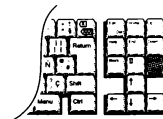
LOADING PAPER INTO YOUR FONT WRITER

Whilst you do not need to insert any paper into your Font Writer until you are ready to print, the following explains how to insert paper correctly.

620	14
560	14

To insert a sheet of paper:

1. Make sure the paper support is in the upright position.

Paper Size Marks

A4

Paper Support

2. Check that the paper release is pushed to the Lock position.

3. Whilst aligning the paper with the size marks on the support, insert the paper so it is facing downwards with the surface to be printed on facing away from you.

Paper Release

4. Whilst holding down the [Ctrl] key press the [Cancel Paper] key. The paper will be fed into the print mechanism.
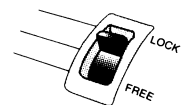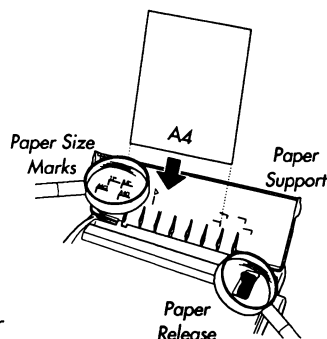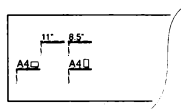
(i) *There are two [Ctrl] keys. You can press either, but not both at the same time.*

[Ctrl] + [Cancel Paper]

A4

SELECTING THE WORD PROCESSOR

Page Ref.
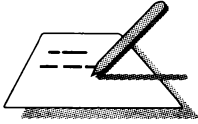
A Word Processor is not just a typewriter with a memory and floppy disk drive. It is a powerful document processing tool capable of transforming ordinary pages of text into interesting and striking documents. You can delete blocks (portions) of text, insert text, modify the size and typeface of text and all without having to re-type the document. There are many more functions you can perform, including spell checking and using the thesaurus.

During this exercise you will perform the following tasks:

1. **Open** (retrieve) a file (document) which has already been stored on the **demonstration disk**.

2. **Print** the file.

3. **Edit** the file (enhance the appearance).

4. **Save** (store) the file with **all its changes**.

5. **Print** the file again so you can compare the difference.

6. **Exit** the Word Processor function and return to the Main Menu.

Accessing the Word Processor

From the Main Menu:

Press the [1] key

Press the [Return] key

> 3 Address Book   4 Label Printing   5 Utilities   6 Self Demonstration
>
> 2 Spreadsheet/Chart   Multilingual
>   7 Document Generator
> **Press number or move cursor and press RETURN**
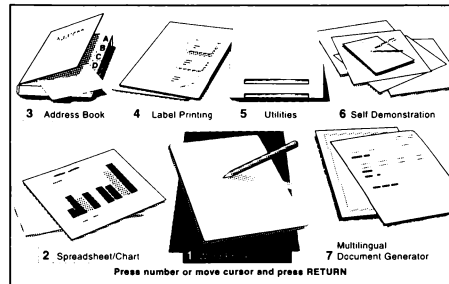
620 | 33
560 | 33

This will take you into the Word Processor and a screen similar to the following will appear: Due to the smaller screen size, the FW-560 only displays the Menu bar when the MENU key is pressed. If you wish it to be displayed all the time, refer to page 207 Changing The System Setup in the Operation Manual.
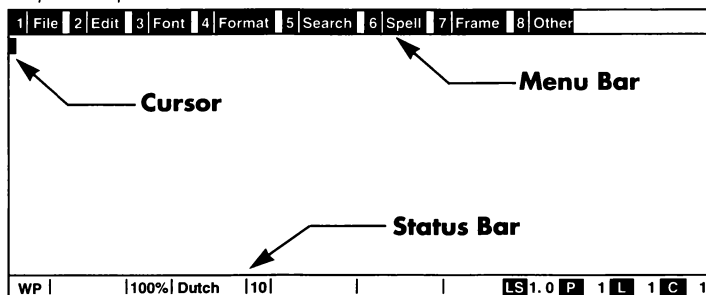
| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Other |

Cursor

Menu Bar

Status Bar

620 | 34
560 | 34

| WP | | |100%| Dutch | |10| | | | LS 1.0 P 1 L 1 C 1 |

See Operation Manual for explanation of screen layout

OPENING THE DEMONSTRATION FILE

In this exercise you will **Open** (retrieve) a previously created document that has been saved on to the demonstration floppy disk.

To **Open** the demonstration file '**demo1**' from the floppy disk:
ENSURE THAT THE DEMO DISK IS INSERTED INTO THE DISK DRIVE

Menu

Press the [Menu] key to activate the menu bar

(*i*) There are 2 [Menu] keys, you can use either, but not both at same time.

! º
1

Press the [! º 1] key to activate the **File** options

The **File** pull down menu appears similar to the following.

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Other

```
O  Open...
V  Save...
N  New
I  Insert...

P  Print...
W  Page Preview...
M  Merge Print...
A  Attach Merge File...

E  Exit
```

WP | |100%| Dutch |10| | | LS 1.0 P 1 L 1 C 1

O
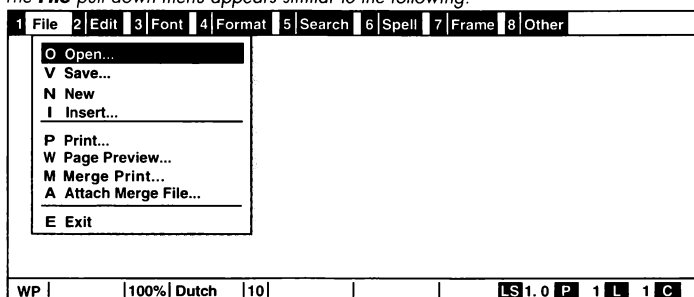
Press the [O] key to open a file

The **Open** dialogue box appears as shown:

```
              Open
File Name:[█            ]
         (Menu) File List
```

D E M O ! º
1
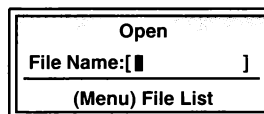
Type: **demo1**

To select the demonstration file

```
              Open
File Name:[ demo1█   ]
         (Menu) File List
```

Return
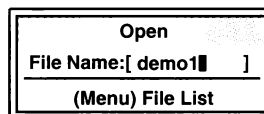
Press the [Return] key to open the file

The **Please wait...** message box appears briefly

Please wait ...

The demonstration file will appear similar to the following.

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Other

Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within the Font Writer. All documents are made up of a beginning a middle and an end. This document has three sections paragraph one, two and three.

Title Paragraph One
This is paragraph one. It represents the beginning of the document which you have opened and are now about to edit.

Title Paragraph Two

PRINTING THE DEMONSTRATION FILE

Page Ref.

Printing allows you to print out the document 'demo1' which you have just opened.

620	78
560	77

To **Print** the demo file, insert paper as described on page 6:

Whilst holding down the [Ctrl] key, press the [Cancel Paper] key

This will feed the sheet of paper into the printer.

Press the [Menu] key to activate the menu bar

Press the [1] key to activate the **File** options

*The **File** pull down menu appears similar to the following:*

```
1 File  2 Edit  3 Font  4 Format  5 Search  6 Spell  7 Frame  8 Other
   O Open...
   V Save...
   N New
   I Insert...

   P Print...
   W Page Preview...
   M Merge Print...
   A Attach Merge File...

   E Exit

WP |         |100%| Dutch  |10|        |         |  LS 1.0 P  1 L  1 C  1
```

Press the [P] key to print the document

*The **Print** dialogue box appears:*

```
                 Print
Pages From: [1█  ] To: [ 99  ]
Copies: [1 ]
Density: ○ Low  ○ Medium ⦿High
Quality: ⦿ Fine  ○ Normal
  □ Page Border
```

620	79
560	77
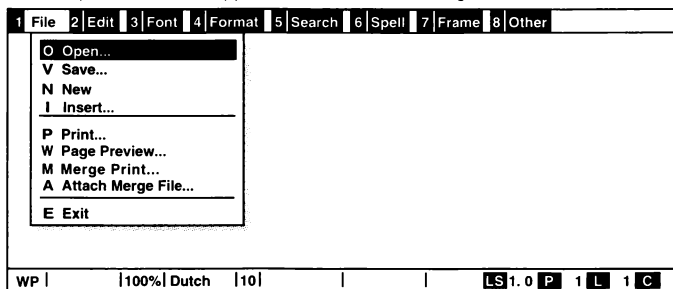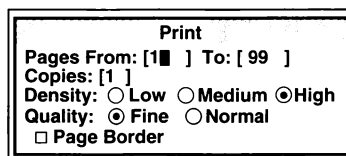
*The **Print** dialogue box allows you to choose other print options which you may use in the future.*

Press the [Return] key to start printing

*The **Printing...** dialogue box will appear as shown opposite:*

```
        Printing...
Press [Return] to pause.
```

Pressing the [Return] key allows you to pause or cancel the printing process.

(i) *The sheet of paper will be ejected automatically after printing has finished.*

EDITING THE TITLE - SELECTING & FORMATTING

Page Ref.

You can enhance or change the look of any of the text in your document. The following exercise shows you how to change the appearance of the title in the demonstration document, in two stages:

1. **Blocking** (selecting) the text
2. Changing the **Character Attributes**
    -   Changing the Typeface
    -   Increasing the Size
    -   Underlining the Text
    -   Making the text Bold
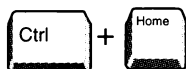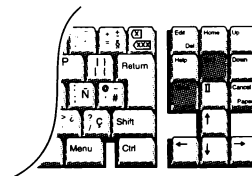
Whilst holding the [Ctrl] key, press the [Home] key

This takes the cursor to the beginning of the document. If the cursor is already in this position, the machine will beep.
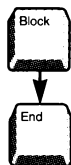
Blocking the Title of 'Demo1'

| 620 | 46 |
| 560 | 46 |

Press the [Block] key to highlight the first character

Press the [End] key to highlight the rest of the title

The title will now be blocked as shown below.

```
1 File  2 Edit  3 Font  4 Format  5 Search  6 Spell  7 Frame  8 Other
Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within
the Font Writer. All documents are made up of a beginning a middle and an end. This document has
three sections paragraph one, two and three.

Title Paragraph One
```
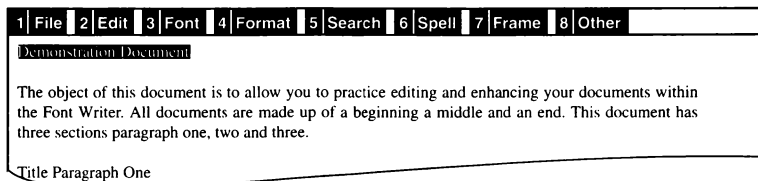
Character Attributes

| 620 | 64 |
| 560 | 63 |

To change the Character Attributes of the blocked text:

Press the [Menu] key to activate the menu bar

Press the [$ ß 4] key to activate the **Format** options

*The **Format** pull down menu will appear similar to the following.*

```
1 File  2 Edit  3 Font  4 Format  5 Search  6 Spell  7 Frame  8 Other
Demonstration Document        C  Character...
The object of this document is  P  Paragraph...
the Font Writer. All documents  T  Tab...              enhancing your documents within
three sections paragraph one, tw                       le and an end. This document has
                              [G  Page...          ]
Title Paragraph One           [H  Header...        ]
This is paragraph one. It represe[F  Footer...       ]
now about to edit.            [B  Page Break    Ctrl+⏎] ·hich you have opened and are
```
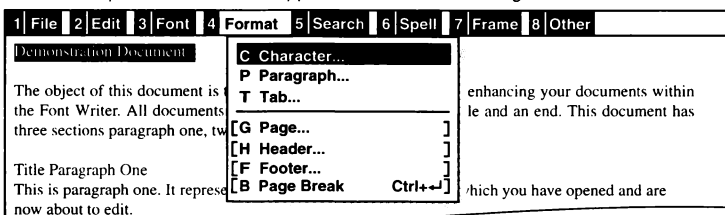
EDITING THE TITLE - CHARACTER ATTRIBUTES

Page Ref.

Changing the Character Attributes

This will allow you to change the appearance of the text.

Press the 🄲 **Copy** key

*The **Character** dialogue box appears similar to the following:*

| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Other |

Demonstration Document

The object of this document ... the Font Writer. All docum(... three sections paragraph one

Title Paragraph One
This is paragraph one. It rep ...
now about to edit.

ng your documents within
n end. This document has

1 have opened and are

Character dialogue box:

Typeface:	Size:	Underline:	
Courier	8	• None	☐ Bold
• Dutch	• 10		☐ Italic
Swiss	12		☐ Outline
Script	15		Super/Subscript:
Futura	18 ▼		◉ None
			○ Superscript
☐ Condensed			○ Subscript

Changing the Typeface

Press the ↓ key until the typeface
Swiss is highlighted

Typeface:	Size:
Courier	8
Dutch	• 10
• Swiss	12
Script	15
Futura	18
	☐ (
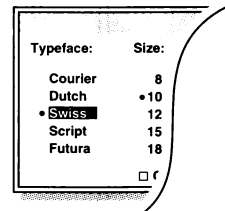
(i) *There are four ↑ cursor control keys which are used to select
options ← ↓ → within the dialogue boxes.*

Increasing the Size

Press the **Tab** key to move to **Size**

Typeface:	Size:	Character Ur
Courier	8	
Dutch	10	
• Swiss	12	
Script	15	
Futura	•18 ▼	
	☐ Condensed	

Press the ↓ key three times or
until Size **18** is highlighted
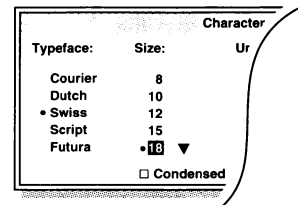
Underlining the Title

Press the **Tab** key twice to
move to **Underline**

Typeface:	Size:	Underline:	
			☐ Bo
Courier	8	None	☐ Ita
Dutch	10		☐ O
• Swiss	12	•	
Script	15	....	Sup
Futura	•18 ▼		◉
			○
	☐ Condensed		(

Press the ↓ key twice or
until the **Thick Underline**
is selected

11
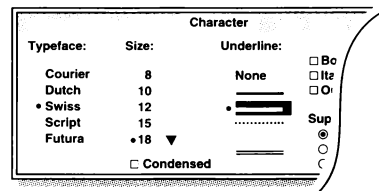
EDITING THE TITLE - CHARACTER ATTRIBUTES

Page Ref.

Making the Title Bold

Tab

Press the [Tab] key to move you
to **Bold**

Space Bar

(Space Bar)

Press the Space Bar [_____]
to select **Bold**

iderline:
None   ■ Bold
         □ Italic
         □ Outline

Super/Subscript:
◉ None
○ Superscript
○ Subscript
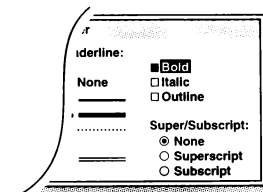
*The **Character** dialogue box should now look as follows:*

	Character		
Typeface:	**Size:**	**Underline:**	
			■ Bold
Courier	8	None	□ Italic
Dutch	10	———	□ Outline
• Swiss	12		
Script	15	• ▬▬▬	**Super/Subscript:**
Futura	•18 ▼	....	◉ None
		- - - - - -	○ Superscript
	□ Condensed	═══	○ Subscript

Return

Now you have made all the required changes:

Press the [Return] key
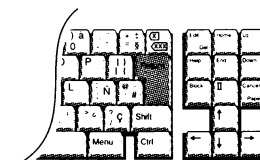
This accepts the changes and returns you to the document

Your screen will now appear as follows:

| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Other |

Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within
the Font Writer. All documents are made up of a beginning a middle and an end. This document has
three sections paragraph one, two and three.

Title Paragraph One
This is paragraph one. It represents the beginning of the document which you have opened and are
now about to edit.

Title Paragraph Two

EDITING THE TEXT - PARAGRAPH ATTRIBUTES

Page Ref.

In addition to enhancing the appearance you can also re-position (align) the text. The following exercise takes you through how to change the position of the title from left aligned to centred.

To change the **Paragraph** attributes of the title first ensure that the cursor is positioned somewhere on the title.

To Centre the Title

620 65
560 64

Press the [Menu] key

Press the [$ ß 4] key

*The **Format** pull down menu will appear similar to the following.*

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Other

Demonstra
C Character...
P Paragraph...
T Tab...
G Page...
H Header...
F Footer...
B Page Break   Ctrl+↵

The object of this document is
the Font Writer. All document
three sections paragraph one,

Title Paragraph One
This is paragraph one. It represents the beginning

nd enhancing your documents within
ddle and an end. This document has
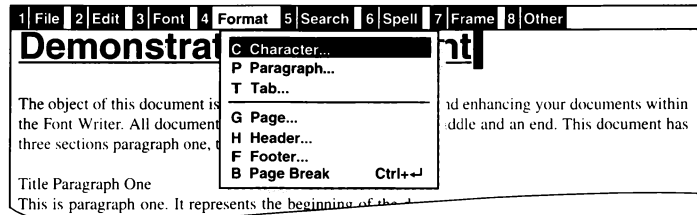
Press the [P] key to select **Paragraph** options

Press the [←] key twice or until **Centre** is selected

*The **Paragraph** dialogue box should now look similar to the following.*

Paragraph

Alignment	○ Left	◉ Centre	○ Right	○ Justified
Line Spacing:	○ Solid	◉ 1	○ 1.5 ○ 2	○ 3 ○ Other [1.0] (0.8 - 3.0)
Indent:	Left:	[0.00] inch		Right: [0.00] inch
	1st Line:	[0.00] inch		
Shading:	◉ None ○	○ ○ ○ ○		
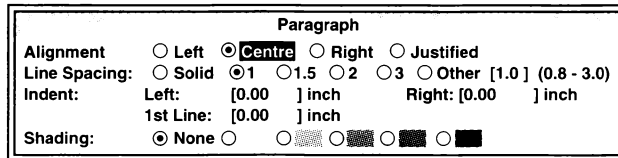
Press the [Return] key to return you to the document

The Title is now centred on the page similar to the following.

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Other

Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within the Font Writer. All documents are made up of a beginning a middle and an end. This document has three sections paragraph one, two and three.

Title Paragraph One
This is paragraph one. It represents the beginning of the document which you have opened and are now about to edit.

(*i*) *Do not be concerned that the title appears slightly off-centre on the screen, it will be centred correctly on the printed page.*

13
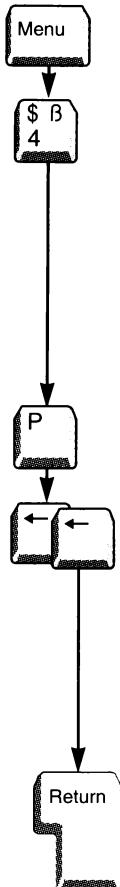
EDITING TITLE PARAGRAPH ONE
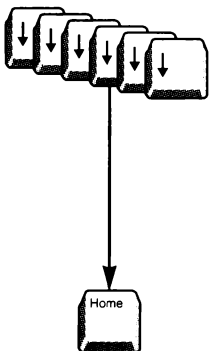
The following exercise takes you through how to change the appearance of the text 'Title Paragraph One' into Bold text.

Moving to 'Title Paragraph One'

① Press the ↓ key six times or until the cursor is on **'Title Paragraph One'**
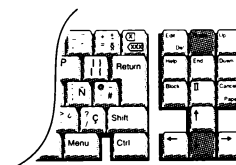
(i) There are four cursor keys ↑ which enable you to move the cursor within the printed area of the ← ↓ → document.

② Press the Home key to position the cursor at the beginning of the line

Your screen should now appear similar to the following:

| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Other |

Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within the Font Writer. All documents are made up of a beginning a middle and an end. This document has three sections paragraph one, two and three.

Title Paragraph One
This is paragraph one. It represents the beginning of the document which you have opened and are now about to edit.

Blocking the Text

③ Press the Block key

④ Press the End key

The text 'Title Paragraph One' will be highlighted.

Making the Text Bold

⑤ Whilst holding down the Ctrl key press the B xxx key

The title will now be bold as shown below:

| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Other |

Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within the Font Writer. All documents are made up of a beginning a middle and an end. This document has three sections paragraph one, two and three.

Title Paragraph One
This is paragraph one. It represents the beginning of the document which you have opened and are now about to edit.

EDITING AND ADDING TEXT IN THE DOCUMENT

Page Ref.

Enhancing Titles Paragraph Two and Three

Press the [↓] key four times to move the cursor to 'Title Paragraph Two'.

Repeat Steps ② - ⑤ from the previous page to make the heading bold.

Press the [↓] key three times to move to 'Title Paragraph Three'.
Repeat Steps ② - ⑤ again to make Title Paragraph Three, bold.
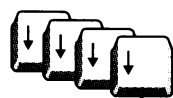
Repeat Steps ② - ⑤

Repeat Steps ② - ⑤

The document should now appear similar to the following.

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Other

Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within the Font Writer. All documents are made up of a beginning a middle and an end. This document has three sections paragraph one, two and three.

Title Paragraph One
This is paragraph one. It represents the beginning of the document which you have opened and are now about to edit.

Title Paragraph Two
Paragraph two represents the main body of your text.

Paragraph Three ■
Is the conclusion or summary of your text.

WP	demo1	99%	Dutch	12	B			LS 1.0 P 1 L 14 C 21

As well as enhancing existing text, you can also add text to your document. The following exercise shows you how to add text to the end of document 'demo1'.

IMPORTANT: *Instructions for the **FW-560** differ from the **FW-620/ 750**. Please refer to the Addendum on **page 36** of this manual.*

Moving the Cursor to the End of the Document

Whilst holding down the [Ctrl] key press the [End] key

The cursor will move to the bottom most point of your document. (Not necessarily the end of the screen).

Ctrl + **End**

Typing Text

Type in the text:

This document has been formatted on my

ⓘ *To type a capital letter, first hold down the [Shift] key, then press the letter you wish to be capitalised.*

Type:
This document has been formatted on my

Press the Space Bar [_____] once

This will insert a space after the text you have just typed

(Space Bar)

CHANGING ATTRIBUTES PRIOR TO TYPING

Page Ref.
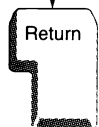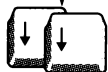
Changing the Typeface

Whilst holding down the [Ctrl] key press the [T] key
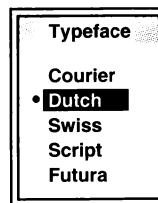
*The **Typeface** dialogue box will appear:*

```
┌─────────────────┐
│   Typeface      │
│                 │
│   Courier       │
│ • Dutch         │
│   Swiss         │
│   Script        │
│   Futura        │
└─────────────────┘
```

Ctrl + **T**

Press the [↓] key twice or until **Script** is selected, as shown opposite

Press the [Return] key to accept the change

```
┌─────────────────┐
│   Typeface      │
│                 │
│   Courier       │
│   Dutch         │
│   Swiss         │
│ • Script        │
│   Futura        │
└─────────────────┘
```
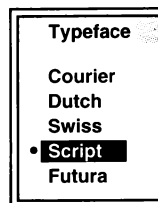
Increasing the Size

Whilst holding down the [Ctrl] key press the [S] key
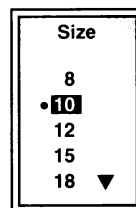
*The **Size** dialogue box will appear:*

```
┌─────────┐
│  Size   │
│         │
│   8     │
│ • 10    │
│  12     │
│  15     │
│  18  ▼  │
└─────────┘
```

Ctrl + **S**

Press the [↓] key three times or until **18** is selected

Press the [Return] key to accept the change

```
┌─────────┐
│  Size   │
│         │
│   8     │
│  10     │
│  12     │
│  15     │
│ • 18  ▼ │
└─────────┘
```
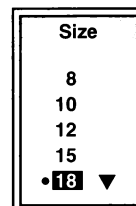
Type:
Font Writer.

Type in the text: **Font Writer.**

Your screen will appear similar to as follows:

| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Other |

Demonstration Document

The object of this document is to allow you to practice editing and enhancing your documents within the Font Writer. All documents are made up of a beginning a middle and an end. This document has three sections paragraph one, two and three.

Title Paragraph One
This is paragraph one. It represents the beginning of the document which you have opened and are now about to edit.

Title Paragraph Two
Paragraph two represents the main body of your text.

Paragraph Three
Is the conclusion or summary of your text.

This document has been formatted on my *Font Writer.* ∎

| WP | | 98% | Script | 18 | | | LS 1.0 P 1 L 17 C 43 |

SAVING YOUR DOCUMENT

Page Ref.

Saving allows you to save the demonstration document, which you have enhanced, on to a floppy disk. This can then be opened (retrieved) at any time in the future.

Saving the Demonstration Document

620	37
560	37

If the demonstration disk has been removed, ensure that it is re-inserted.

Press the [Menu] key to activate the menu bar

Press the [1] key to activate the **File** options

*The **File** pull down menu will appear similar to the following.*

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Other

```
O  Open...
V  Save...
N  New
I  Insert...

P  Print...
W  Page Preview...
M  Merge Print...
A  Attach Merge File...

E  Exit
```
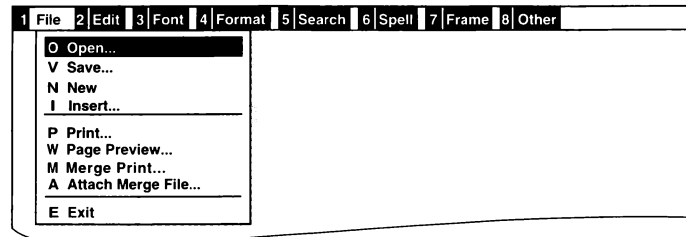
Press the [V Paste] key to save the document as a file

*The **Save** dialogue box will appear:*

```
                    Save
File Name: [demo1█   ]   Date: [          ]
                (Menu) File List
```

Press the [X] key to delete the character 1

Press the [2] key

```
                    Save
File Name: [demo2█   ]   Date: [          ]
                (Menu) File List
```

Press the [Return] key

This will save your document as a file called DEMO2.

*The **Please wait...** message box appears briefly and your file is then saved.*

Please wait ...

Menu

1

V Paste

X

2

Return
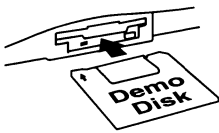
PRINTING THE FILE & EXITING THE WORD PROCESSOR

Printing the Changed Demonstration File

Now that you have made the enhancements and additions to the demonstration file, try printing it again to compare the improvements.

To **Print** the demonstration file, refer back to the exercise you completed on page 9 of this Easy Start Guide.

Exiting the Word Processor

If you exit the Word Processor application without saving the current document, any changes which have not been saved will be lost. Refer back to the previous exercise you completed on Saving your Document.

To **Exit** the Word Processor:

Press the ⌐Menu⌐ key
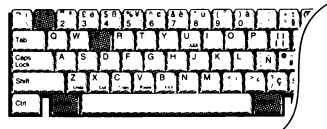
Press the ⌐!₀⌐ key

*The **File** pull down menu appears similar to the following.*

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Other

```
O Open...
V Save...
N New
I Insert...

P Print...
W Page Preview...
M Merge Print...
A Attach Merge File...

E Exit
```

| WP | demo1 | 98% | Script | 18 | | | LS 1.0 | P 1 | L 17 | C 43 |
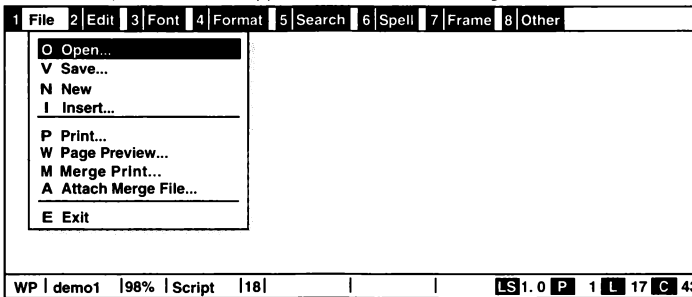
Press the ⌐E⌐ key to select **Exit** and you will be taken back out to the Main Menu

Note: Exiting After Changing a Document

If there is a document on the screen which has been changed since the last time it was saved, the following warning message will be displayed:

```
Your latest changes have not been saved.
            Exit?
      [Yes]    [No]
```
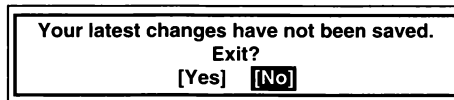
If you select **[Yes]** by pressing the ⌐←⌐ key, any alterations made to the file will be lost.

If you select **[No]** by pressing the ⌐Return⌐ key, the Font Writer will return to the normal editing screen.

SELECTING THE SPREADSHEET

Page Ref.

A **Spreadsheet** is a grid of cells (rows and columns) in which you can have words or numbers and make simple or complex calculations. This will provide you with the opportunity to calculate and print your home finances, car running analysis and even cash flow forecast reports. You can add, delete or change the appearance of text and data, columns, change calculation formulas and all without having to make a new worksheet.

Each column is identified by a letter and each row by a number. An individual cell is identified by the intersection of a column and row, e.g. cell B3 is where Column B intersects with Row 3.

There are other features, for example, FW-750 allows you to produce a chart from the data in your worksheet.

During this exercise you will perform the following tasks:

1. **Open** (retrieve) a file (worksheet) which has already been stored on the demonstration disk.

2. **Print** the file.

3. **Edit** the file.

4. **Change** some existing data and recalculate the worksheet.

5. **Save** (store) the file with all its changes.

6. **Print** the file again so you can see the difference.

7. **Exit** the Spreadsheet and return to the Main Menu.

Accessing the Spreadsheet

620	91
560	87

From the Main Menu:

Press the [2] key

Press the [Return] key

This will take you into the Spreadsheet function and a screen similar to below will appear.
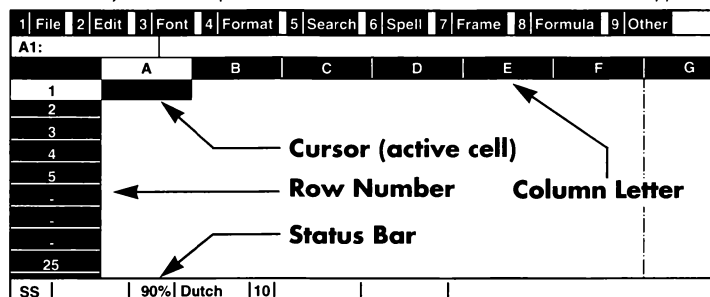
| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Formula | 9 Other |

A1:

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
.							
.							
.							
25							

Cursor (active cell)

Row Number   **Column Letter**

Status Bar

| SS | | 90% | Dutch | |10| | | |

See Operation Manual for explanation of screen layout

OPENING THE DEMONSTRATION FILE

Page Ref.

To **Open** the demonstration file 'demo3' from the floppy disk:

Ensure the Demonstration Disk is inserted.

| 620 | 98 |
| 560 | 94 |

Press the [Menu] key to activate the menu bar

Press the [1] key to activate the **File** options

*The **File** pull down menu appears similar to below.*
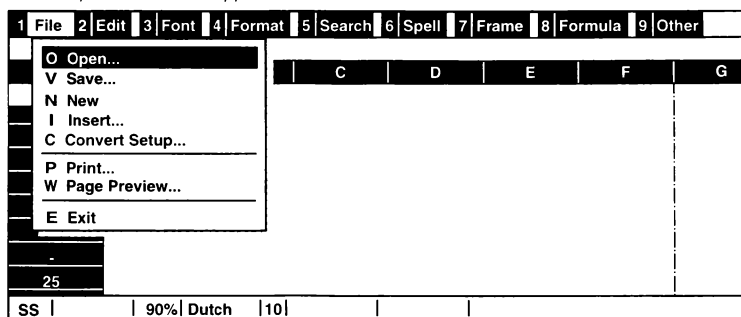
1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

```
O  Open...                          | C | D | E | F | G
V  Save...
N  New
I  Insert...
C  Convert Setup...

P  Print...
W  Page Preview...

E  Exit

-
25
SS |        | 90%| Dutch  |10|        |        |
```

Press the [O] key to open a file

```
                Open
File Name: [█          ]
          (Menu) File List
```

*The **Open** dialogue box appears as shown:*

Type: **demo3**

This selects the demonstration file from the floppy disk

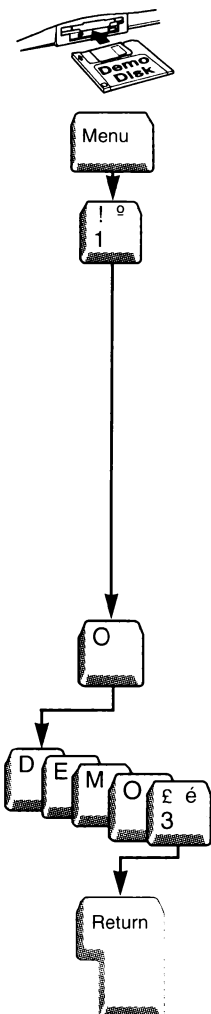Press the [Return] key to open the demonstration file

*The **Please wait...** message box appears briefly:*

Please wait ...

The demonstration file will appear similar to below.

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

D11:

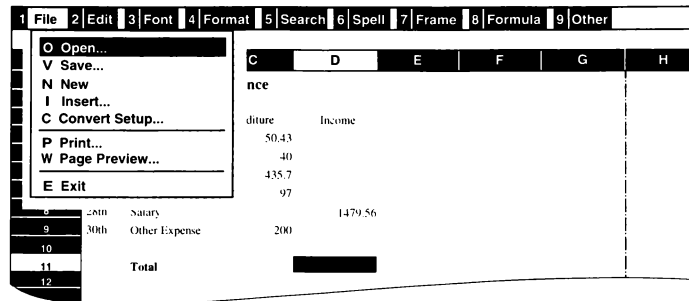|	A	B	C	D	E	F	G	H
1			Monthly Finance					
2								
3		Date	Item	Expenditure	Income			
4	1st	Electricity	50.43					
5	1st	Gas	40					
6	20th	Mortgage	435.7					
7	25th	House Insuran	97					
8	28th	Salary		1479.56				
9	30th	Other Expense	200					
10								
11		Total						
12								
13								

PRINTING THE SPREADSHEET

Page Ref.

To **Print** the demonstration file, first insert a sheet of paper. If you can't remember how, refer back to page 9 of this Easy Start Guide.

Press the [Menu] key to activate the menu bar

620	138
560	133

Press the [1] key to activate the **File** options

*The **File** pull down menu appears similar to the following.*

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

	C	D	E	F	G	H
O Open...	nce					
V Save...						
N New	diture	Income				
I Insert...	50.43					
C Convert Setup...	40					
P Print...	435.7					
W Page Preview...	97					
E Exit						

8	26th	Salary		1479.56
9	30th	Other Expense	200	
10				
11		Total		
12				

Press the [P] key to print the document

*The **Print** dialogue box appears:*

```
                    Print
Pages From: [1█  ]  To: [ 99  ]
Copies: [1  ]
Density:  ○ Low  ○ Medium ⦿ High
Quality:  ⦿ Fine  ○ Normal
■ Print Border Line and Shading
```

*The **Print** dialogue box allows you to choose other print options which you may use in the future.*

Press the [Return] key to start printing

*The **Printing...** dialogue box appears:*

```
          Printing...
   Press [Return] to pause.
```

Pressing the [Return] key allows you to pause or cancel the printing process.

(i) *The sheet of paper will be automatically ejected after printing has finished.*
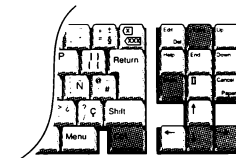
FORMATTING THE TITLES

You can enhance or change the look of any text in your worksheet. The following exercise takes you through how to make the titles in the worksheet on the Demonstration Disk, bold.

Getting to Cell A1

Ctrl + Home

Whilst holding the [Ctrl] key, press the [Home] key

This takes the cursor to the beginning of the worksheet.

Blocking the Titles of 'Demo3'

Block

Press the [Block] key to begin selecting

↓ ↓

Press the [↓] key twice

→ → →

Press the [→] key three times and the titles of the worksheet will be blocked
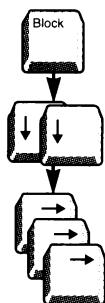
The titles in range A1 to D3 will now be blocked similar to below.

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other	
A1 : D3									

	A	B	C	D	E	F	G	H
1			Monthly Finance					
2								
3		Date	Item	Expenditure	Income			
4	1st	Electricity		50.43				
5	1st	Gas		40				
6	20th	Mortgage		435.7				
7	25th	House Insuran		97				
8	28th	Salary			1479.56			
9	30th	Other Expense		200				
10								
11		Total						

Making Titles Bold

Ctrl + B xxx

Whilst holding down the [Ctrl] key press the [B xxx] key to make titles bold

The selected range will now be bold as shown below:

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other	
A1:									

	A	B	C	D	E	F	G	H
1		**Monthly Finance**						
2								
3		**Date**	**Item**	**Expenditure**	**Income**			
4	1st	Electricity		50.43				
5	1st	Gas		40				
6	20th	Mortgage		435.7				
7	25th	House Insuran		97				

*Due to the smaller screen size, the FW-560 only displays the screen in Draft mode which means that you will not see the changes to the attributes which have been made. To see the changes, whilst holding down the **CTRL** key press the **W** key. Pressing these keys again will take you back to Draft mode.*

SETTING TITLES IN THE WORKSHEET

Page Ref.

620 | 104
560 | 100

Inserting text at the top of each column is a useful way to keep track of what data is contained in each cell (column or row). However, it often happens that the text in these columns may scroll off the edge of the screen as you move around the worksheet. To overcome this problem, you can designate certain rows and columns to be displayed on the screen all the time.

The following exercise takes you through how to set up the titles in rows 1 & 3 to display on the screen all the time as you move around the worksheet.
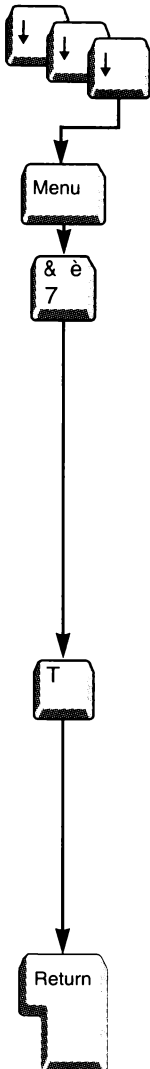
Getting to Cell A4

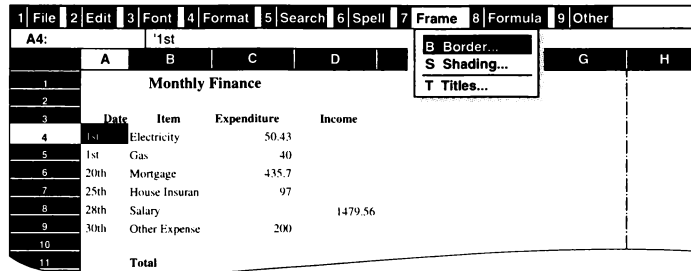Press the ↓ key three times or until you reach cell A4
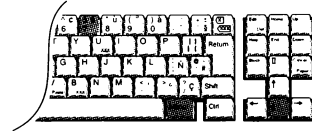
Setting Titles

Press the [Menu] key to activate the menu bar

Press the [& è 7] key to activate the **Frame** options

The **Frame** *pull down menu appears as follows:*

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

A4:		'1st						
	A	B	C	D	B Border...		G	H
1		Monthly Finance			S Shading...			
2					T Titles...			
3	Date	Item	Expenditure	Income				
4	1st	Electricity	50.43					
5	1st	Gas	40					
6	20th	Mortgage	435.7					
7	25th	House Insuran	97					
8	28th	Salary		1479.56				
9	30th	Other Expense	200					
10								
11		Total						

Press the [T] key

The **Titles** *dialogue box appears:*

Titles
○ Both   ○ Vertical   ● Horizontal   ○ Clear

Select **Horizontal**

(If it is not already highlighted, press the appropriate cursor control key to select **Horizontal***)*

Press the [Return] key

You are returned to the worksheet and rows 1 & 3 titles are now set and will be displayed on the screen at all times. If you press the **CTRL + W** *keys after setting the titles, the titles function will be cleared.*

23

FORMATTING THE WORKSHEET - ALIGNMENT

Page Ref.

In addition to simply entering text and values into your worksheet, you can add extensive formatting to make the data easier to see and understand, and to add a professional touch to the worksheet.

The following exercise takes you through how to change the format of cells in range A4 to A14:

Getting to Cell A4

620	102
560	98

Use appropriate ⬆ key until you reach ⬅⬇➡ cell A4

Press the [Block] key

Whilst holding down the [Ctrl] key press the [G] key to activate the 'Go To' function. The dialogue box will appear.

Type: **A10**

```
+-----------------------------+
|           Go To             |
|    Address: [ a10 ■    ]     |
+-----------------------------+
```

Press the [Return] key

All cells in this range are selected as follows:

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

A4 : A10

	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3	Date	Item	Expenditure	Income				
4	1st	Electricity	50.43					
5	1st	Gas	40					
6	20th	Mortgage	435.7					
7	25th	House Insuran	97					
8	25th	Salary		1479.56				
9	30th	Other Expense	200					
10								
11		Total						

Making Column A Right Aligned

620	129
560	124

Press the [Menu] key

Press the [$ ß 4] key

*The **Format** pull down menu appears:*

| Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 For |

```
A            C Character...
             A Alignment...          E
             N Number...
             W Column Width...
             R Row Height...
             G Page...
             H Header...
             F Footer...
             B Page Break...  Ctrl+ ↵
```

Press the [A] key

*The **Alignment** dialogue box appears:*

```
+----------------------------------------------------+
|                    Alignment                       |
| Horizontal: ⦿ Standard ○ Left ○ Centre ○ Right      |
+----------------------------------------------------+
```

Press the [➡] key three times or until **Right** is highlighted
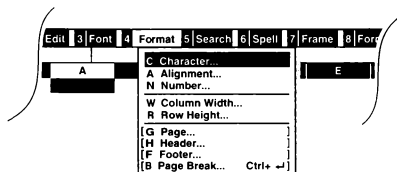
```
+----------------------------------------------------+
|                    Alignment                       |
| Horizontal: ○ Standard ○ Left ○ Centre ⦿ Right      |
+----------------------------------------------------+
```

Press the [Return] key to accept

The text in column A is all now right aligned.

FORMATTING THE WORKSHEET - COLUMN WIDTH

Page Ref.

When you start working with a worksheet, all columns have the same width. However, you can set the column to be the width of text currently entered in the cell or to whatever your requirements are.

The following exercise takes you through how to change the width of the cells in column B, again using the demonstration worksheet 'demo3'.
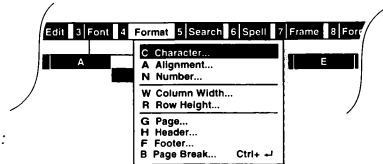
Getting to Column B

Press the ☐→ key once or until you reach any cell in column B

Increasing the Width of Column B

620	127
560	122

Press the ⌐Menu⌐ key

Press the ⌐$ ß 4⌐ key

The **Format** pull down menu appears:

Press the ⌐W⌐ key
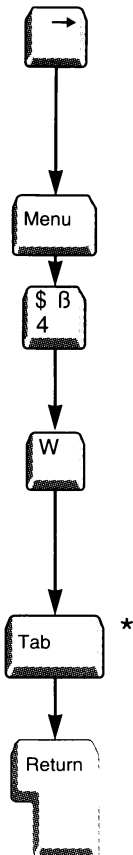
The **Column Width** dialogue box appears as follows:

```
                    Column Width
Column Width: [1.00█    ] inch          [Fit Width]

Appearance in the Draft mode:
  ⊙ 8   ○ 16   ○ 24   ○ 32  (Char)
```

*

Press the ⌐Tab⌐ key once to select **Fit Width**

* Press the **TAB** key twice for the FW-560

Press the ⌐Return⌐ key to accept

Column B expands to fit all the text, which had previously been partially hidden:

	1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other	
B4:		'Electricity								

	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3		Date Item	Expenditure	Income				
4		1st Electricity	50.43					
5		1st Gas	40					
6		20th Mortgage	435.7					
7		25th House Insurance	97					
8		28th Salary		1479.56				
9		30th Other Expenses	200					
10								
11		Total						

FORMATTING THE WORKSHEET - NUMBER DISPLAY

Page Ref.

It is possible to change the method by which values are displayed in cells to make the worksheet easier to understand and to enhance the overall appearance. The following exercise takes you through how to change the number value in column B to be decimal.

Getting to Cell C4

Whilst holding down the [Ctrl] key press the [G] key

Type: **C4**

Press the [Return] key to go to cell C4

```
Go To
Address: [ c4█     ]
```

Blocking Cells C4 to D11

Press the [Block] key to begin blocking

Whilst holding down the [Ctrl] key press the [G] key

Type: **D11**

Press the [Return] key

The range of cells C4 to D11 will be blocked

Changing the Number of Decimal Places

620	125
560	120

Press the [Menu] key

Press the [$ ß 4] key to activate the **Format** pull down menu

```
                              Number
Format:              Decimal Position: [ 2    ]
●General             ■ 1000 Separator
Fixed                Minus Sign: ⊙ - 123  ○ (123)
Percent (%)          Currency: [£    ]
Currency                 ⊙ Prefix    ○ Suffix
Scientific               Decimal Position: [ 2    ]
DD MMM YY            Date Separator:
                     ⊙ Slash ( / ) ○ Hyphen ( - ) ○ Period ( . )
```

*The **Number** dialogue box appears:*

Press the [↓] key once or until **Fixed** is highlighted

Press the [Return] key to accept

You are returned to the worksheet with columns C and D formatted to 2 decimal places

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

| C4: | | 50.43 | | | | | |

	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3		Date	Item	Expenditure	Income			
4		1st	Electricity	50.43				
5		1st	Gas	40.00				
6		20th	Mortgage	435.70				
7		25th	House Insurance	97.00				
8		28th	Salary		1,479.56			
9		30th	Other Expenses	200.00				
10								
			Total					

FORMATTING THE WORKSHEET - FORMULAS
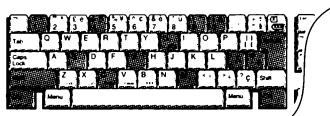
Page Ref.

Formulas are used for making calculations using the contents of cells. The following exercise takes you through how to:

- Total Column C
- Copy the Formula to Column D
- Balance Columns C & D

TOTALLING COLUMN C

Getting to Cell C11

Whilst holding down the [Ctrl] key press the [G] key

Type: **C11**

```
Go To
Address: [ c11 ■     ]
```
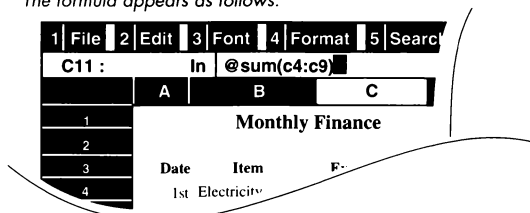
Press the [Return] key

The cursor now moves to cell C11

Entering a Formula

620 | 111
560 | 107

Type: **@sum(c4:c9)**

(i) *To type any of the following @ ( ) or : characters, first whilst holding down the [Shift] key, press the appropriate corresponding key.*

The formula appears as follows:

1 File	2 Edit	3 Font	4 Format	5 Searc
C11 :		In	@sum(c4:c9)■	

	A	B	C
1		Monthly Finance	
2			
3	Date	Item	F·
4		1st Electricity	

Type:
@sum(c4:c9)

Return

Press the [Return] key

A total appears in cell C11 which is the total of cells C4 to C9

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

C12:								
	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3	Date	Item	Expenditure	Income				
4	1st	Electricity	50.43					
5	1st	Gas	40.00					
6	20th	Mortgage	435.70					
7	25th	House Insurance	97.00					
8	28th	Salary		1479.56				
9	30th	Other Expenses	200.00					
10								
11		Total	823.13					
12			■					
13								
14								

FORMATTING THE WORKSHEET - FORMULAS

Page Ref.

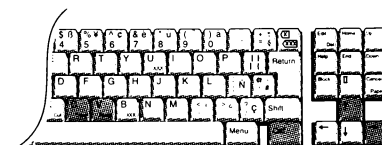## COPYING A FORMULA TO COLUMN D

When you copy a formula into another cell the Spreadsheet detects automatically the cell co-ordinates and changes the new formula accordingly.

The following exercise takes you through how to copy the formula from Cell C11 and paste it into cell D11.
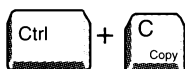
Going to Cell C11

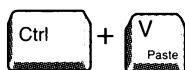Press the [↑] key once or until you reach cell **C11**

Copying the Formula

Whilst holding down the [Ctrl] key press the [C Copy] key to copy the cell formula

Going to Cell D11

Press the [→] key once or until you reach cell **D11**

Pasting the Formula

Whilst holding down the [Ctrl] key press the [V Paste] key to paste the formula into cell **D11**
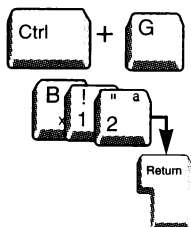
A figure appears in cell D11 which is the total of cells D4 to D9:

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

| D11: | =@SUM(D4:D9) |

	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3	Date	Item	Expenditure	Income				
4	1st	Electricity						
5	1st	Gas	40.00					
6	20th	Mortgage	435.70					
7	25th	House Insurance	97.00					
8	28th	Salary		1479.56				
9	30th	Other Expenses	200.00					
10								
11		Total	823.13	1479.56				
12								
13								

| 620 | 107 |
| 560 | 103 |

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FORMATTING THE WORKSHEET - FORMULAS

Page Ref.

BALANCING COLUMNS C & D

Getting to Cell B12

Ctrl + G

B ! " a
X 1 2

Return

Whilst holding down the [Ctrl] key press the [G] key
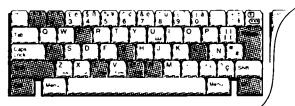
Type: **B12**

Press the [Return] key to go to cell B12

```
Go To
Address: [ b12█      ]
```

Entering a Title in Cell B12

Shift + B xxx

A L A N C E

Return

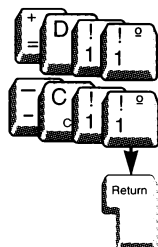Whilst holding down the [Shift] key press the [B xxx] key
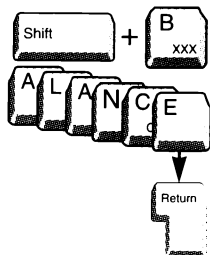
Type: **alance**

Press the [Return] key

*The title **Balance** appears in cell B12*

Getting to Cell C12

→ ↑

Press the [→] key and the [↑] key until you reach cell C12

Entering a Formula to Balance Cells C11 & D11

+ D ! º
= 1 1

- C ! º
1 1

Return

Type: **=d11-c11**

Press the [Return] key to accept the formula

A figure appears in cell C12 to give a balance of cell D11 minus cell C11

| 1 File | 2 Edit | 3 Font | 4 Format | 5 Search | 6 Spell | 7 Frame | 8 Formula | 9 Other |

C13:

|	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3		Date	Item	Expenditure	Income			
4		1st	Electricity	50.43				
5		1st	Gas	40.00				
6		20th	Mortgage	435.70				
7		25th	House Insurance	97.00				
8		28th	Salary		1479.56			
9		30th	Other Expenses	200.00				
10								
11			Total	823.13	1479.56			
12			Balance	656.43				
13								

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FORMATTING THE WORKSHEET - BORDERS

Page Ref.

It is possible to include border lines in the worksheet which will be printed out with the worksheet data.

The following exercise takes you through how to create borders around each of the cells from A3 to D12.
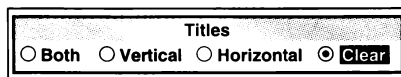
Releasing previously enhanced Titles

Press the **Menu** key
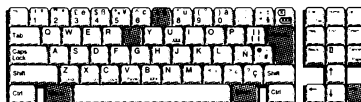
Press the **& è 7** key to activate the **Frame** pull down menu

Press the **T** key to choose the **Titles** option

Press the **→** key three times or until **Clear** is highlighted

Titles			
○ **Both**	○ **Vertical**	○ **Horizontal**	◉ Clear

Press the **Return** key

This allows you to include titles which have been previously enhanced as in the exercise on page 23.
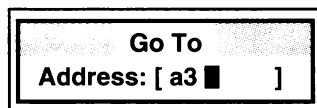
APPLYING BORDERS TO CELLS

620 | 130
560 | 125

Getting to Cell A3

Whilst holding down the **Ctrl** key press the **G** key

Type: **A3**

Press the **Return** key to take you to cell A3

Go To
Address: [a3 ■   ]

Blocking Cells A3 to D12

Press the **Block** key to begin blocking

Whilst holding down the **Ctrl** key press the **G** key

Type: **D12**

Go To
Address: [d12■   ]

Press the **Return** key
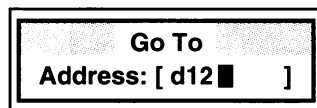
The cells in range A3 to D12 are now blocked

FORMATTING THE WORKSHEET - BORDERS

Now that the cells are blocked (selected) as shown below, the border can be set.

Your worksheet should appear similar to the following:

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

A3 : D12

	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3		Date	Item	Expenditure	Income			
4								
5								
6								
7								
8								
9								
10								
11			Total	823.13	1479.56			
12			Balance	656.43				
13								

IMPORTANT: *Instructions for the **FW-560** differ from the **FW-620/ 750**. Please refer to the Addendum on **page 37** of this manual.*
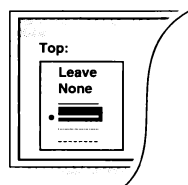
Choosing Borders

Press the ⟦Menu⟧ key

Press the ⟦& è 7⟧ key to activate
the **Frame** pull down menu

Press the ⟦B xxx⟧ key to select **Border** options

*The **Border** dialogue box appears as follows:*

				Border						
Top:		Bottom:		Left:		Right:		Horizontal:		Vertical:
Leave		Leave		Leave		Leave		Leave		Leave
• None		• None		• None		• None		• None		• None

Press the ⟦↓⟧ key twice to
select a thick **Top** border

Top:
Leave
None
•▬▬

Press the ⟦Tab⟧ key once to
move to Bottom border

Bottom:
Leave
None
•▬▬

Press the ⟦↓⟧ key twice to
select a thick **Bottom** border

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FORMATTING THE WORKSHEET - BORDERS

Page Ref.
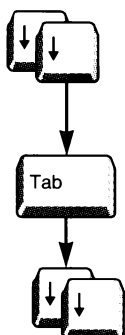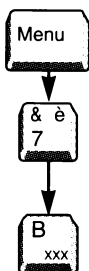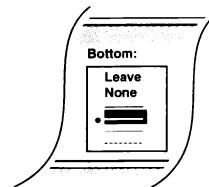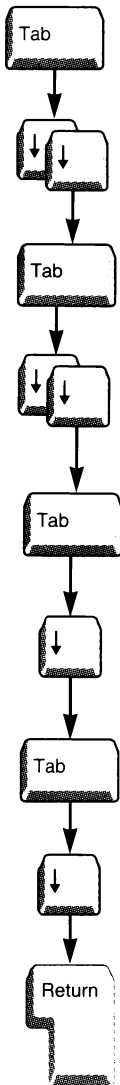
Press the [Tab] key once to move to Left border

Press the [↓] key twice to select a thick **Left** border

Press the [Tab] key once to move to Right border

Press the [↓] key twice to select a thick **Right** border

Press the [Tab] key once to move to Horizontal border

Press the [↓] key once to select a thin **Horizontal** border

Press the [Tab] key once to move to Vertical border

Press the [↓] key once to select a thin **Vertical** border
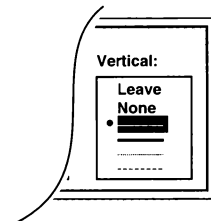
Press the [Return] key to return you to the worksheet
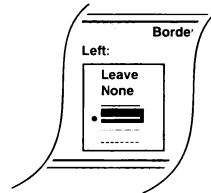
Your worksheet should now appear similar to the following:

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

A3:   'Date

	A	B	C	D	E	F	G	H
1		Monthly Finance						
2								
3	Date	Item	Expenditure	Income				
4	1st	Electricity	50.43					
5	1st	Gas	40.00					
6	20th	Mortgage	435.70					
7	25th	House Insurance	97.00					
8	28th	Salary		1479.56				
9	30th	Other Expenses	200.00					
10								
11		Total	823.13	1479.56				
12		Balance	656.43					
13								
14								

SAVING YOUR WORKSHEET

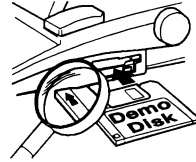**Saving** allows you to save (store) the demonstration worksheet you have edited on to a floppy disk. This can then be opened (retrieved) at any time in the future.

Saving the Demonstration Worksheet

620	97
560	93

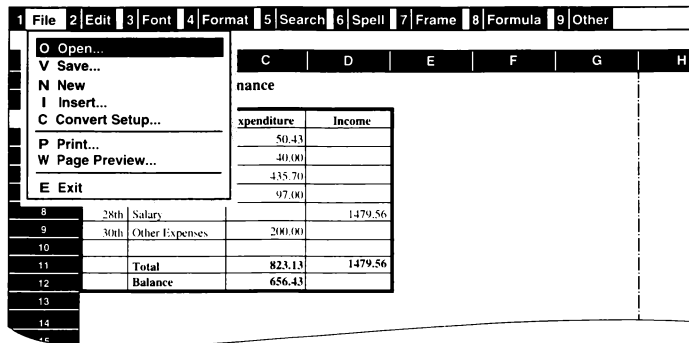If the demonstration disk has been removed, ensure that it is re-inserted.

Press the [Menu] key to activate the menu bar

Press the [! 1] key to activate the **File** options

The **File** pull down menu will appear as follows:

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

		C	D	E	F	G	H
O Open...							
V Save...		nance					
N New							
I Insert...							
C Convert Setup...		xpenditure	Income				
		50.43					
P Print...		40.00					
W Page Preview...		435.70					
E Exit		97.00					
8	28th Salary		1479.56				
9	30th Other Expenses	200.00					
10							
11	Total	823.13	1479.56				
12	Balance	656.43					
13							
14							

Press the [V Paste] key to save the worksheet as a file

The **Save** dialogue box will appear:

```
                    Save
File Name: [demo3█   ]  Date: [        ]
File Type: ◉ Spreadsheet
           ○ ASCII Text File
           ○ Lotus 1-2-3 File
          (Menu) File List
```

Press the [◁X◁ / XXX] key to delete the character 3

Press the [$ ß / 4] key

```
                    Save
File Name: [demo4█   ]  Date: [        ]
File Type: ◉ Spreadsheet
           ○ ASCII Text File
           ○ Lotus 1-2-3 File
          (Menu) File List
```

Press the [Return] key

This will save your worksheet as a file called DEMO4.

The **Please wait...** message box appears briefly and your file is then saved.

Please wait ...

PRINTING THE FILE & EXITING THE SPREADSHEET

Printing the Changed Demonstration File

Now that you have made the enhancements and additions to the demonstration file, try printing it again to compare the differences.

To **Print** the demonstration file, refer back to the exercise you completed on page 9 of this Easy Start Guide.
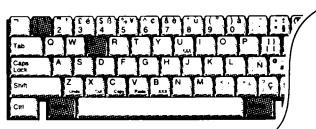
Exiting the Spreadsheet

620	95
560	91

If you exit the Spreadsheet application without saving the current worksheet, any changes which have not been saved will be lost. Refer back to the previous exercise you completed on Saving your Worksheet.
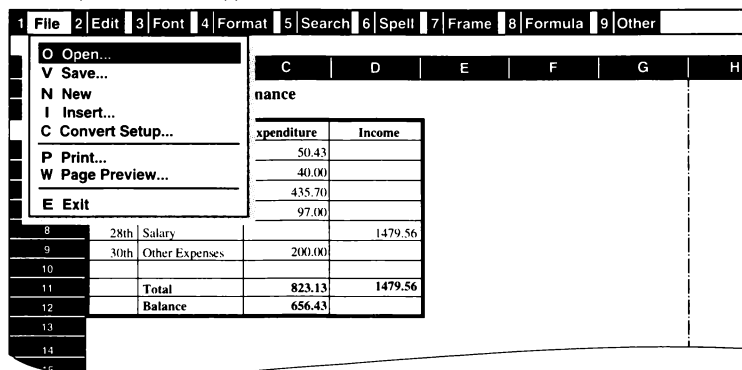
To **Exit** the Spreadsheet:

Press the ⌷Menu⌷ key

Press the ⌷! 9 1⌷ key

*The **File** pull down menu appears as follows:*

1 File	2 Edit	3 Font	4 Format	5 Search	6 Spell	7 Frame	8 Formula	9 Other

	C	D	E	F	G	H
O Open...						
V Save...	nance					
N New						
I Insert...						
C Convert Setup...	xpenditure	Income				
P Print...	50.43					
W Page Preview...	40.00					
	435.70					
E Exit	97.00					

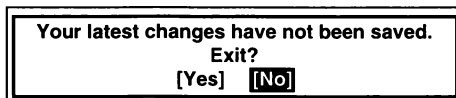| 8	28th	Salary		1479.56			
9	30th	Other Expenses	200.00				
10							
11		Total	823.13	1479.56			
12		Balance	656.43				
13							
14							

Press the ⌷E⌷ key to select **Exit**

You will be taken back out to the Main Menu

Exiting After Changing a Worksheet

If there is a worksheet on the screen which has been changed since the last time it was saved, the following warning message will be displayed:

> **Your latest changes have not been saved.**
> **Exit?**
> **[Yes]   [No]**

ⓘ *If you select **[Yes]** by pressing the ⌷←⌷ key, any alterations made to the file will be lost.*

*If you select **[No]** by pressing the ⌷Return⌷ key, the Font Writer will return to the normal editing screen.*

34

CHARTING AND ADDITIONAL FUNCTIONS

Page Ref.

Having successfully utilised some basic functions of the Spreadsheet application you can now use the wide range of functions available to enhance the presentation of your information.

Charting

Data from within your Spreadsheet can be displayed and printed as a variety of charts including Pie, Bar and Scatter.

Functions

There are 32 mathematical functions available for use within the Spreadsheet which allow you to manipulate numbers and text within individual cells or a range of cells contained in your Spreadsheets. The effect of these functions can be seen by opening and printing the Demo file which has been made on the Demonstration Disk supplied with your machine, using the methods explained in this Easy Start Guide.

The Word Processor application is designed to create and print professional quality documents. In order to understand the scope of the Word Processor we recommend that you open and print the demonstration documents, which have been made on the Demonstration Disk supplied with your machine, using the methods explained in this Easy Start Guide.

Other features available with your Word Processor:

Multi-lingual Document Generator

The Multi-lingual Document Generator allows you to create a range of standard letters and translates them into either French or German.

Frame Function

The Frame function allows you to create tables within your document which will display numerical or text information, with greater clarity.
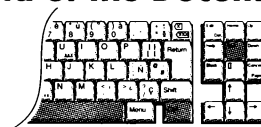
ADDENDUM - WORD PROCESSOR

Moving the Cursor to the End of the Document

Whilst holding down the [Ctrl] key press the [End] key

Ctrl + **End**

▼

Type:

***This document
has been
formatted
on my
Font Writer***

Typing Text

Type in the text:

This document has been formatted on my Font Writer

(*i*) *To type a capital letter, first hold down the* [Shift] *key, then press the letter you wish to be capitalised.*

Block

▼

Ctrl + **←**

▼

Ctrl + **T**

▼

[↓][↓]

▼

Return

Press the [Block] key

Whilst holding down the [Ctrl] key, press the [←] key twice, to take the cursor to the beginning of the word 'Font'

Whilst holding down the [Ctrl] key, press the [T] key

*The **Typeface** dialogue box will appear:*

Press the [↓] key twice or until **Script** is selected, as shown opposite

Press the [Return] key to accept the change

Typeface
Courier
• **Dutch**
Swiss
Script
Futura

Typeface
Courier
Dutch
Swiss
• **Script**
Futura

Block **End**

▼

Ctrl + **S**

▼

[↓][↓][↓]

▼

Return

Increasing the Size

Press the [Block] key, then the [End] key

Whilst holding down the [Ctrl] key press the [S] key

*The **Size** dialogue box will appear:*

Press the [↓] key three times or until **18** is selected
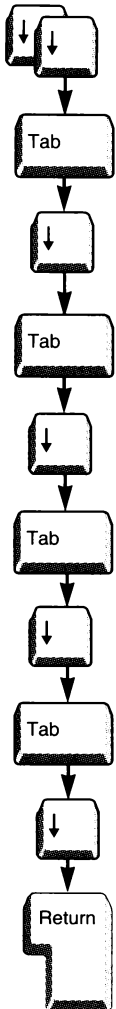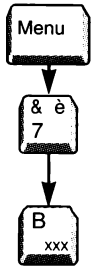
Press the [Return] key to accept the change

Size
8
• **10**
12
15
18 ▼

Size
8
10
12
15
• **18** ▼

Return to page 17 of this manual "Saving Your Document"
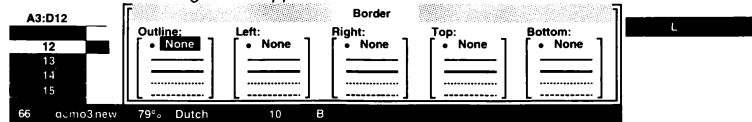
Choosing Borders

Press the ⌈Menu⌉ key

Press the ⌈& è / 7⌉ key to activate the **Frame** pull down menu

Press the ⌈B / xxx⌉ key to select **Border** options
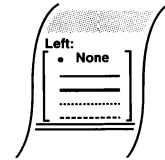
*The **Border** dialogue box appears as follows:*

```
A3:D12                              Border
  12        Outline:    Left:      Right:     Top:       Bottom:          L
  13          • None     • None     • None     • None     • None
  14
  15
  66   acmo3 new   79°₀  Dutch        10    B
```

Press the ⌈↓⌉ key twice to select a thick **Outline** border

Press the ⌈Tab⌉ key once to move to **Left** border

```
Outline:
  • None
```
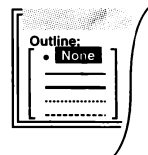
Press the ⌈↓⌉ key once to select a **Thin** left border

```
Left:
  • None
```

Press the ⌈Tab⌉ key once to move to **Right** border

Press the ⌈↓⌉ key once to select a **Thin** right border

```
         Border
Right:
  • None
```

Press the ⌈Tab⌉ key once to move to **Top** border
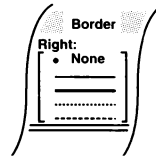
Press the ⌈↓⌉ key once to select a **Thin** top border

```
Top:
  • None
```

Press the ⌈Tab⌉ key once to move to **Bottom** border
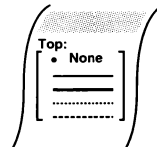
Press the ⌈↓⌉ key once to select a **Thin** bottom border

```
Bottom:
  • None
```

Press the ⌈Return⌉ key to return you to the worksheet
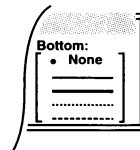
To see the full effect on screen press and hold down the ⌈Ctrl⌉ key, then press the ⌈W⌉ key.

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Return to page 33 of this manual "Saving Your Worksheet"